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Telephone and City Directories
in the
Library of Congress
A Finding Guide

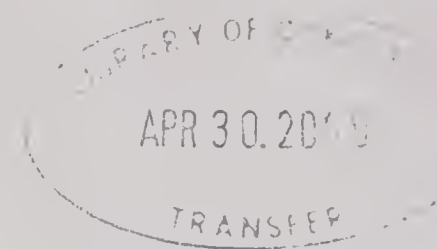
Research Guides

No. 42

Library of Congress
Humanities and Social Sciences Division

Local History and Genealogy
Reading Room

Telephone and City Directories in the Library of Congress: A Finding Guide



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Local History and Genealogy Reading Room*

The Library of Congress makes available to the public an extensive collection of current and non-current telephone, city, and reverse telephone (crisscross) directories for the United States and many foreign countries. These directories are available in a variety of formats and locations. For information on a particular type of directory, consult the table of contents below and then refer to the appropriate page of the finding guide. For further information, please consult the reference librarians in the Local History and Genealogy Reading Room (LJ G42) or in the Main Reading Room (LJ 100).

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Current Directories

U.S. TELEPHONE DIRECTORIES

Current U.S. telephone directories (white and yellow pages) are located on Deck 46, which is entered through Alcove 4 in the Main Reading Room. They are arranged alphabetically by state, shelved before the city and reverse telephone directories for that state.

Since many of these directories contain listings for more than one community, you may need to consult two reference tools in order to determine which telephone book contains the listings for a particular community. The first tool to examine is Phonefiche's *Community Cross-Reference Index*, found on the consulting table adjacent to the U.S. directories. It consists of two sections: a "Community Index" which identifies the directory in which a specific community's listing can be found; and "Directory Coverage," a list of all the communities covered by a specific directory. If you cannot find a listing for a community in the *Cross-Reference Index*, consult the card catalog, which is located near the directory collection. The labels on the catalog drawers are color coded for easy identification: **blue** is for the U.S. telephone directory catalog.

U.S. CITY DIRECTORIES

The latest editions of city directories are located on Deck 46, which is entered through Alcove 4 in the Main Reading Room. They are arranged alphabetically by state, shelved after the telephone directories and before the reverse telephone directories for that state.

Since many of these directories contain listings for more than one community, you should examine the card catalog, which is located near the directory collection on Deck 46, to determine which city directory contains the listings for a particular community. The labels on the catalog drawers are color coded for easy identification: **pink** is for the city directory catalog.

City directories often provide additional information about individuals such as place of employment and name of spouse. The entries are arranged alphabetically by last name and also by address and telephone number. City directories are compiled through door-to-door surveys and are published at irregular intervals.

Researchers should be aware, however, that there are no current city directories for many major U.S. cities—among them Washington, D.C., New York City, Chicago, and Los Angeles. Therefore, some editions shelved on Deck 46 may be many years out-of-date.

U.S. REVERSE TELEPHONE DIRECTORIES

Current U.S. reverse telephone directories are located on Deck 46, which is entered through Alcove 4 in the Main Reading Room. They are arranged alphabetically by state, shelved after the telephone and city directories for that state.

A list of current reverse telephone directories is found in the card catalog, located near the directory collection on Deck 46. The labels on the catalog drawers are color coded for easy identification: **green** is for the reverse telephone directory catalog.

Reverse telephone directories (often called street address or crisscross directories) are usually published annually for major metropolitan areas. Listings are based on telephone directories and are arranged both by address and telephone number. There is no listing by name.

FOREIGN TELEPHONE DIRECTORIES

Many current foreign telephone directories are located on Deck 46, which is entered through Alcove 4 in the Main Reading Room. They are arranged alphabetically by country, and are shelved following the United States directories.

An incomplete list of current foreign telephone directories is found in the card catalog, located near the directory collection on Deck 46. The labels on the catalog drawers are color coded for easy identification: **yellow** is for the foreign telephone directory catalog.

Some recent foreign directories are available in the appropriate area studies reading rooms.

FOREIGN CITY DIRECTORIES

The Library has a few current foreign city directories. Unlike the directories described in previous sections, they are housed in the closed stacks and have call numbers. To determine whether the Library has a directory for a certain city, search in the Main Catalog and the Library of Congress Online Catalog using the following search strategy: NAME OF CITY AND SUBDIVISION DIRECTORIES. Then request the directory in the Main Reading Room or the Local History and Genealogy Reading Room by filling out a call slip as indicated on the sample below:

PRESS FIRMLY	PRESS FIRMLY	STAFF USE ONLY
Call Number DL 581 .A2065	Author Oslo Norway City Directory	Deck Att. No. _____ <input type="checkbox"/> Not on Shelf
Periodical Vol. No. or Date latest	Title (Book/Periodical) Oslo Norway City Directory	<input type="checkbox"/> Verify Call No.
MAIN READING ROOM	Legible Name and Address, or User Card No. 022222	<input type="checkbox"/> Clarify Call No.
Deck # or Last name if Hold Sherwood	Name/User Card No. 022222	<input type="checkbox"/> Give Vol. No./Date
<input type="checkbox"/> Overnight Request	Address	<input type="checkbox"/> Folio, Pick Up: _____
Tomorrow's Date: _____	City/State/Zip	<input type="checkbox"/> Latest Yr. on Shelf: _____
Last Name: _____	_____ STAFF USE ONLY _____	<input type="checkbox"/> No Vols on Shelf
	Message	<input type="checkbox"/> Other Location (See Message)
		<input type="checkbox"/> Missing in Inventory
		Date _____

One should be aware, however, that for many foreign city directories the latest edition may be many years out-of-date.

Canadian City Directories

Directories for most Canadian cities are treated differently from other foreign directories. Although they are housed in the closed stacks, they do **NOT** have call numbers and should be requested by filling out a call slip as indicated on the sample below:

PRESS FIRMLY	PRESS FIRMLY	STAFF USE ONLY
Call Number	Author	Deck Att. No. _____
City Directory	Vancouver B.C. Canada City directory	<input type="checkbox"/> Not on Shelf
Periodical Vol. No. or Date	Title (Book/Periodical)	<input type="checkbox"/> Verify Call No.
latest	Legible Name and Address, or User Card No.	<input type="checkbox"/> Clarify Call No.
MAIN READING ROOM	Name/User Card No.	<input type="checkbox"/> Give Vol. No./Date
Deck # or Last name if Hold	01111	<input type="checkbox"/> Folio, Pick Up:
Jones	Address	<input type="checkbox"/> Latest Yr. on Shelf:
<input type="checkbox"/> Overnight Request	City/State/Zip	<input type="checkbox"/> No Vols on Shelf
Tomorrow's Date: _____	_____ STAFF USE ONLY _____	<input type="checkbox"/> Other Location (See Message)
Last Name: _____	Message	<input type="checkbox"/> Missing in Inventory
_____	_____	Date _____

For specific information about the Library's holdings of city directories for Canada, the United Kingdom, and Switzerland, consult the *City Directory Finding Guide* kept at the Reference Desk in the Local History and Genealogy Reading Room.

U.S. AND FOREIGN TELEPHONE DIRECTORIES ON THE INTERNET

An alternative to searching current telephone directories is provided by numerous online databases searchable over the Internet. For the U.S., try *Switchboard.com* or *Anywho.com*. A site called *Telephone Directories on the Web (teldir.com)* provides links to many online foreign directories.

Non-Current (Old)

U.S. TELEPHONE DIRECTORIES ON MICROFICHE (PHONEFICHE)

Anyone who is interested in U.S. telephone directories dating from 1976 through 1995 should make use of *Phonefiche*, a ProQuest microfiche product housed in the Microform Reading Room (LJ 107). This self-service collection consists of yellow and white pages telephone directories for most U.S. cities and towns. For most years, there is a published guide to the collection titled *Community Cross-Reference Index*. These guides, shelved on top of the cabinets housing the microfiche, identify the directory in which a specific community's listing can be found.

U.S. TELEPHONE DIRECTORIES ON PAPER

To examine non-current U.S. telephone directories (white and yellow pages) for years not included in the set of *Phonefiche*, one may request the paper copies in the Local History and Genealogy Reading Room by filling out a call slip as indicated on the sample below:

PRESS FIRMLY	PRESS FIRMLY	STAFF USE ONLY
Call Number	Author	Deck Att. No. _____ <input type="checkbox"/> Not on Shelf
Telephone Directories	Title (Book/Periodical) Pittsburgh PA	<input type="checkbox"/> Verify Call No.
Periodical Vol. No. or Date 1963 or closest to	Legible Name and Address, or User Card No.	<input type="checkbox"/> Clarify Call No.
MAIN READING ROOM	Name/User Card No. 033333	<input type="checkbox"/> Give Vol. No./Date
Deck # or Last name if Hold JG 24	Address	<input type="checkbox"/> Folio, Pick Up: _____
<input type="checkbox"/> Overnight Request	City/State/Zip	<input type="checkbox"/> Latest Yr. on Shelf: _____
Tomorrow's Date: _____	_____ STAFF USE ONLY _____	<input type="checkbox"/> No Vols on Shelf
Last Name: _____	Message	<input type="checkbox"/> Other Location (See Message)
		<input type="checkbox"/> Missing in Inventory
		Date _____

You should be aware, however, that pre-1976 directories for fourteen states, the District of Columbia, and Chicago have been microfilmed by the Library of Congress and can only be requested in the Microform Reading Room (LJ 107). Additional information about this microfilming project is contained in the following section.

U.S. TELEPHONE DIRECTORIES ON MICROFILM

A major project is underway to microfilm the Library of Congress's collection of telephone directories from the pre-*Phonefiche* period (before 1976). At present, directories for Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, the District of Columbia, Florida, Georgia, Hawaii, Iowa, Maryland, Pennsylvania, and the city of Chicago can be requested in the Microform Reading Room (LJ 107). A guide to the holdings for each locality is kept at the Reference Desks in the Local History and Genealogy Reading Room and the Main Reading Room.

If you are interested in telephone directories for New York City and the surrounding area published from 1878–1959, you should consult a self-service microfilm collection in the Microform Reading Room.

U.S. REVERSE TELEPHONE DIRECTORIES

Non-current editions of U.S. reverse telephone directories (often titled street address or crisscross directories) are housed in the closed stacks. They can be requested in the Local History and Genealogy Reading Room by filling out a call slip as indicated on the sample below:

PRESS FIRMLY	PRESS FIRMLY	STAFF USE ONLY
Call Number Crisscross or Street address Directories	Author	Deck Att. No. _____ <input type="checkbox"/> Not on Shelf
Periodical Vol. No. or Date 1985	Title (Book/Periodical) Maryland Suburban	<input type="checkbox"/> Verify Call No.
MAIN READING ROOM	Legible Name and Address, or User Card No.	<input type="checkbox"/> Clarify Call No.
Deck # or Last name if Hold JG 27	Name/User Card No. 077777	<input type="checkbox"/> Give Vol. No./Date
<input type="checkbox"/> Overnight Request	Address	<input type="checkbox"/> Folio. Pick Up: _____
Tomorrow's Date: _____	City/State/Zip	<input type="checkbox"/> Latest Yr. on Shelf: _____
Last Name: _____	_____ STAFF USE ONLY _____	<input type="checkbox"/> No Vols on Shelf
	Message	<input type="checkbox"/> Other Location (See Message)
		<input type="checkbox"/> Missing in Inventory
		Date _____

Reverse telephone directories are usually published annually for major metropolitan areas. Listings are based on telephone directories and are arranged both by address and telephone number. There is no listing by name. An inventory of these directories can be found in a binder at the Reference Desk in the Local History and Genealogy Reading Room.

U.S. CITY DIRECTORIES ON MICROFICHE

All United States city and state directories up to and including 1860 are included in a self-service microfiche collection housed in the Microform Reading Room (LJ 107). Dorothea Spear's *American Directories Before 1860* (Z5771.S7 LH&G and Z5771.2.S68 1978 MRR Ref Desk) is a guide to this collection.

U.S. CITY DIRECTORIES ON MICROFILM

A large self-service collection of U.S. city directories on microfilm is available in the Microform Reading Room (LJ 107). More than 1,200 U.S. cities and towns are represented in the collection, which continues to grow. The years of coverage are primarily 1861 through 1960. For information on the cities included and the years available for those cities, consult the *City Directory Finding Guide* kept at the Reference Desk in the Local History and Genealogy Reading Room.

U.S. CITY DIRECTORIES ON PAPER

Many U.S. city directories in the Library of Congress are available only on paper. To identify which communities are represented and the years of coverage, consult the *City Directory Finding Guide* kept at the Reference Desk in the Local History and Genealogy Reading Room. The information in this guide comes primarily from James Neagles' *The Library of Congress: a Guide to Genealogical and Historical Resources* (Salt Lake City, Ancestry, 1989. 381 p.). To request a city directory on paper, fill out a call slip as indicated on the sample below:

PRESS FIRMLY	PRESS FIRMLY	STAFF USE ONLY
Call Number City Directories Periodical Vol. No. or Date 1936 and 1940 MAIN READING ROOM	Author Title (Book/Periodical) Youngstown Ohio Legible Name and Address, or User Card No. Name/User Card No. 0044444 Address City/State/Zip	Deck Att. No. _____ <input type="checkbox"/> Not on Shelf <input type="checkbox"/> Verify Call No. <input type="checkbox"/> Clarify Call No. <input type="checkbox"/> Give Vol. No./Date <input type="checkbox"/> Folio, Pick Up: _____ <input type="checkbox"/> Latest Yr. on Shelf: _____ <input type="checkbox"/> No Vols on Shelf <input type="checkbox"/> Other Location (See Message) <input type="checkbox"/> Missing in Inventory Date _____
Deck # or Last name if Hold Hunter <input type="checkbox"/> Overnight Request Tomorrow's Date: _____ Last Name: _____	STAFF USE ONLY Message _____ _____	

FOREIGN TELEPHONE DIRECTORIES

Non-current editions of foreign telephone directories are shelved in the closed stacks. They can be requested in the Local History and Genealogy Reading Room or the Main Reading Room by filling out a call slip as indicated on the sample below:

PRESS FIRMLY	PRESS FIRMLY	STAFF USE ONLY
Call Number Foreign Telephone Directories Periodical Vol. No. or Date closest to 1970 MAIN READING ROOM	Author Title (Book/Periodical) Liverpool England Legible Name and Address, or User Card No. Name/User Card No. 00888888 Address City/State/Zip STAFF USE ONLY Message 	Deck Att. No. _____ <input type="checkbox"/> Not on Shelf <input type="checkbox"/> Verify Call No. <input type="checkbox"/> Clarify Call No. <input type="checkbox"/> Give Vol. No./Date <input type="checkbox"/> Folio, Pick Up: _____ <input type="checkbox"/> Latest Yr. on Shelf: _____ <input type="checkbox"/> No Vols on Shelf <input type="checkbox"/> Other Location (See Message) <input type="checkbox"/> Missing in Inventory Date _____
Deck # or Last name if Hold Smith <input type="checkbox"/> Overnight Request Tomorrow's Date: _____ Last Name: _____		

FOREIGN TELEPHONE DIRECTORIES ON MICROFILM

The collections of the Microform Reading Room (LJ 107) include significant holdings of telephone directories for several European countries. Listed below are the countries, microform call numbers, and the years included:

France	Microfilm 2000/54	1883–1959
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See Microform Guide 530 (in Reference Assistance Room, Main Reading Room) for further information.

Poland (Krakow area only)	Microfilm 95/2972	1930
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Yugoslavia (former)	Microfilm (o) 99/6071 (D)	1970–1990
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FOREIGN CITY DIRECTORIES ON PAPER

The Library has significant holdings of non-current city directories for many foreign cities. With the exception of most Canadian city directories, they are housed in the closed stacks and have call numbers. To determine whether the Library has a directory for a certain city, search in the Main Catalog and the Library of Congress Online Catalog using the following search strategy: NAME OF CITY AND SUBDIVISION DIRECTORIES. Then request the directory in the Main Reading Room or the Local History and Genealogy Reading Room by filling out a call slip as indicated on the sample below:

PRESS FIRMLY	PRESS FIRMLY	STAFF USE ONLY
Call Number DD901 .M74 M8	Author Title (Book/Periodical) Munich, Germany City Directory	Deck Att. No. _____ <input type="checkbox"/> Not on Shelf
Periodical Vol. No. or Date closest to 1950 MAIN READING ROOM	Legible Name and Address, or User Card No. Name/User Card No. 0066666	<input type="checkbox"/> Verify Call No. <input type="checkbox"/> Clarify Call No. <input type="checkbox"/> Give Vol. No./Date
Deck # or Last name if Hold 70 <input type="checkbox"/> Overnight Request	Address City/State/Zip	<input type="checkbox"/> Folio, Pick Up: _____ <input type="checkbox"/> Latest Yr. on Shelf: _____
Tomorrow's Date: _____ Last Name: _____	Message _____	<input type="checkbox"/> No Vols on Shelf <input type="checkbox"/> Other Location (See Message) <input type="checkbox"/> Missing in Inventory
	STAFF USE ONLY _____	Date _____

Note: The procedures described above are not applicable for retrieving directories from **Canada, the United Kingdom, or Switzerland.** Directions follow on page 12.

For specific information about the Library's bound holdings of city directories for Canada, the United Kingdom, and Switzerland, consult the *City Directory Finding Guide* kept at the Reference Desk in the Local History and Genealogy Reading Room. Please note that most Canadian city directories are treated differently from other foreign directories. Although they are housed in the closed stacks, they do **NOT** have call numbers and should be requested by filling out a call slip as indicated on the sample below:

PRESS FIRMLY	PRESS FIRMLY	STAFF USE ONLY
Call Number	Author	Deck Att. No. _____
<p>City Directories</p>	<p>Title (Book/Periodical) Toronto, Canada City Directory</p>	<input type="checkbox"/> Not on Shelf <input type="checkbox"/> Verify Call No. <input type="checkbox"/> Clarify Call No.
<p>Periodical Vol. No. or Date closest to 1920</p> <p>MAIN READING ROOM</p>	<p>Legible Name and Address, or User Card No. 00999999</p>	<input type="checkbox"/> Give Vol. No./Date <input type="checkbox"/> Folio, Pick Up: _____ <input type="checkbox"/> Latest Yr. on Shelf: _____
<p>Deck # or Last name if Hold Brown</p> <p><input type="checkbox"/> Overnight Request</p>	<p>City/State/Zip _____</p>	<input type="checkbox"/> No Vols on Shelf <input type="checkbox"/> Other Location (See Message)
<p>Tomorrow's Date: _____</p> <p>Last Name: _____</p>	<p>Message _____</p> <p>STAFF USE ONLY _____</p>	<input type="checkbox"/> Missing in Inventory <p>Date _____</p>

The Library of Congress has acquired a large collection on microfiche titled *Pre-1900 Canadian Directories* (Microfiche 99/44). The collection can be requested in the Microform Reading Room (LJ 107). Microform Reading Room Guide No. 474, which describes the collection in detail, is available in the Reference Assistance Room of the Main Reading Room.

FOREIGN CITY DIRECTORIES ON MICROFILM AND MICROFICHE

The collections of the Microform Reading Room (LJ 107) include significant holdings of directories for several European localities. Listed below are the localities, microform call numbers, and the years included:

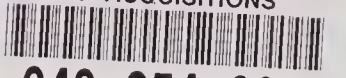
Berlin	Microfilm 32901	1891, 1895–96, 1899, 1901, 1905–06, 1908, 1911–14, 1922, 1926–1941.
Berlin	Microfiche 85/161	1919–1932
Leningrad (Petrograd/ St. Petersburg)	Microfilm 04676	1894–99, 1900–08, 1910–17, 1922–1934.
Moscow	Microfilm 30585	1896–1907, 1912, 1923, 1927–29, 1936.
All Russia (Major towns throughout Russia)	Microfilm 24185	1895, 1899, 1903, 1911–12, 1923.

Unlike the collection of U.S. city directories on microform, these directories must be requested on

Microform Reading Room call slips.

Washington, D.C.
June 2003

LC ACQUISITIONS



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